



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **SHEIRA MAY T. CAMACHO**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.77	70%	3.34
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.65	30%	1.39
TOTAL NUMERICAL RATING			4.73

TOTAL NUMERICAL RATING: 4.73

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING:

FINAL NUMERICAL RATING 4.73

ADJECTIVAL RATING: "O"

Prepared by:

JANSEL JOI C. VILLAS
Name of Staff

Reviewed by:

VICENTE A. GILOS
Department/Office Head

Recommending Approval:

N/A

Dean/Director

Approved:

ALELI A. VILLOCINO
Vice President for Students Affairs
and Services

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **SHEIRA MAY T. CAMACHO** of the **UNIVERSITY LEARNING COMMONS** commits to deliver and agree to be rated on the attainment of the following accomplishments in accordance with the indicated measures for the period **JANUARY TO JUNE 2023**

SHEIRA MAY T. CAMACHO

Ratee

Approved:

VICENTE A. GILOS

Head of Unit

MFOs/PAPs	Success Indicators	Tasks Assigned	Target JANUARY TO DECEMBER 2023	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5 Support to Operations									
OCL STO1: ISO 9001:2015 Aligned documents and complaint processes	PI 2. Percentage of 5S implementation at the workplace	Frontline Services	95%	98%	5	4	5	4.67	
VSAS MFO LS (for Library Services)									
LS 1 Technical Services	PI 2. No of Periodicals (Print and non-print Titles Subscribed	Technical Services	10 Periodicals	21	5	5	5	5	
	PI 3. Number of title of theses, dissertations, manuscripts, etc., acquired and processed	Technical Services	75 titles	-					Submission of thesis is on July 2023
	PI 6. No. of articles indexed and/or abstracted	Technical Services	100 articles	296	4	5	5	4.67	
	PI 6. No. of inventory conducted	Technical Services	1	-					Inventory is scheduled on August 2023
	PI 7. Number of Website/Interactive Social Media Page maintained	Technical Services	1	1	4	5	5	4.67	
	PI 8. Number of Computers and/or printers maintained	Technical Services	1	2	4	4	4	4	

LS 2 Reader's Services	PI 1 No. of clients availed the library facilities, services & resources a. Printed materials users b. On-line resources users(CLS) c. The use of other facilities and services (discussion room/ AVRoom)	Frontline Services	50 50 25	1,302 72 28	5	5	5	5	
	PI 2. No. of online reference queries responded	Frontline Services	25	36	5	5	5	5	
	PI 3 No. of orientation and instruction conducted	Frontline Services	1	2	5	4	5	4.67	
LS 4 Programs/Training and Activities	PI 1. Number of activities, meetings, programs attended/ assisted/facilitated		6	16	5	5	5	5	
	PI 2. Number of training/ webinars attended/facilitated		2	4	5	5	5	5	
LS 5 Support to Quality Assurance, Program and Institutional Accreditation Services	PI 1. Number of sets of Supporting Documents prepared for AACUP, RQAT, COPC, etc. Survey visits	Expert Services	2	16	5	5	5	5	
	PI 2. Number of bibliographies with list of journals prepared	Expert Services	2	6	4	5	5	4.67	
LS 6 Linkages	PI. 1 No. of linkages with external agencies maintained for exchange of publications	Research and Extension Services	30	58	4	4	5	4.33	
UMFO 6- GENERAL ADMINISTRATION and SUPPORT SERVICES									
LS GASS 1 Frontline Services	PI. 1 Efficient & customer friendly frontline service: Zero percent complaint from clients served	0% complaint	0% complaint	0%	5	5	5	5	
LS GASS 2 Admin and Facilitative Services	PI 1. Number of Sections supervised, monitored and coordinated		3	3	4	4	5	4.33	

	PI 5. Number of PPMP/PR prepared, signed and submitted		1	2	5	5	5	5	
LS GASS 3 Student Assistantship Management Services	PI. 1 Number of students who availed of student assistantship at the library		2	4	5	5	5	5	
Total Over-all Rating					81.01				
Average Rating					4.77				
Adjectival Rating					Outstanding				

Average Rating (Total Over-all rating divided by)		4.77
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		4.77
ADJECTIVAL RATING		Outstanding

COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PURPOSES:

She has the potential to lead and always accept the challenges. She needs to learn more on the aspect of library and personnel management.

Evaluated & Rated by:

VICENTE A. GILOS

Chief Librarian

7/24/23

Approved by:

ALELI A. VILLOCINO

VP – Students Affairs & Services

1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

PERFORMANCE MONITORING FORM


Name of Employee: **SHEIRA MAY T. CAMACHO**

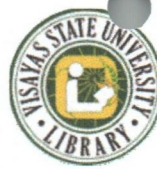
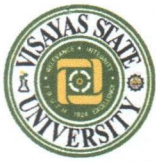
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Answers reference queries of students, faculty, staff and other researchers	100 Library patrons	Jan 2023	June 2023	June 30, 2023	Very impressive	Outstanding	
2	Does the hiring of process of Student Assistants like interviewing, screening and providing instructions and orientation	2 Student Assistants	Jan 2023	June 2023	June 30, 2023	Very impressive	Outstanding	
3	Serves as focal person with other SUCs and agencies on collaboration initiatives	1 MOA	Jan 2023	June 2023	June 30, 2023	Very impressive	Outstanding	
4	Prepares PPMP/PR for the subscription of data base and online journals	5 online Databases and Journals	Jan 2023	June 2023	June 30, 2023	Very impressive	Outstanding	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


VICENTE A. GILOS
 Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: JANUARY - JUNE 2023

Name of Staff: **SHEIRA MAY T. CAMACHO**

Position: **COLLEGE LIBRARIAN II**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1

Total Score					56				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)					Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors					5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.					5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.					5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.					5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit					5	4	3	2	1
Total Score					23				
Average Score					4.65				
Overall recommendation		:	1.0						

VICENTE A. GILOS
Printed Name and Signature
Chief Librarian

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SHEIRA MAY T. CAMACHO**

Performance Rating: JANUARY - JUNE 2023

Aim:

Proposed Interventions to Improve Performance:

Date: JANUARY 2023

Target Date: JUNE 2023

First Step:

As head of the Reader's Services she needs to maintain if not improve the image of the Library. Thus it is suggested for her to attend more training on Developing Customer Satisfaction.

Result:

Date: _____ Target Date: _____

Next Step:

She also needs to improved her skills and knowledge on Librarianship.

Outcome: _____

Final Step/Recommendation:

Prepared by:



VICENTE A. GIROS

Unit Head

Conforme:



SHEIRA MAY T. CAMACHO

Name of Ratee Faculty/Staff